

Very Important Traveler Profile

Personal Attention for Professional Travelers

National Institutes of Health Staff Travel - Building 31 & Executive Plaza-South
 Telephone: 301-496-8900 - Fax: (Bldg. 31 301-402-0015); (Exec Plaza 301-402-4060)

Traveler Information							
Traveler Name:					Title:		
Institute/Branch:							
Address:							
Telephone:					Fax:		
Home Address:						Home Phone:	
Secretary/Asst:					Phone:		
Driver's Lic. No.:					State/Country:		Expires:
Passport No.:		D.O.B.		Country:		Expires:	
Gov't Amex:		No.:				Expires:	
Credit Card Co.:		No.:				Expires:	

Please notify OBER of any changes in the information above: Address, Credit Card Numbers, Expiration Dates, etc.

Travel Preferences							
Airport:	<input type="checkbox"/> National	<input type="checkbox"/> Dulles	<input type="checkbox"/> Baltimore/Washington	<input type="checkbox"/> Other:			
Seating:	<input type="checkbox"/> Window	<input type="checkbox"/> Aisle	<input type="checkbox"/> Smoking-If Available	<input type="checkbox"/> Non-smoking	(If no preference indicated, Ober will assume Aisle, Non-smoking)		
Class of Service:	<input type="checkbox"/> First	<input type="checkbox"/> Business	<input type="checkbox"/> Coach	(If no preference indicated, Ober will assume Coach)			
Meals: (If Available)	<input type="checkbox"/> LowFat	<input type="checkbox"/> No Salt	<input type="checkbox"/> Kosher	<input type="checkbox"/> Veg	<input type="checkbox"/> Fish	<input type="checkbox"/> Other	
Hotel/Chain(s):						Type of Room:	
Car Rental Companies:						Type of Car:	
Special Needs:							

Frequent Flyer/User Programs		
Airline/Hotel/Car Rental Company	Account Number(s)	Name (If Different)

I authorize OBER UNITED TRAVEL to charge airline fares and to guarantee reservations to the credit cards.

 Signature Title Date
 September 5, 1995